



Department of Consumer Affairs
CALIFORNIA BUREAU OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

PROGRAM TECHNICIAN
Sacramento

Limited Term (24 months) — Full-time – 3 POSITIONS

The Bureau of Real Estate has three openings in its Exams Section for a Program Technician. The office is located at 1651 Exposition Blvd. Sacramento 95815. These positions are Limited Term (24 months), Full-time. However, these positions may become permanent in the future. You only have to submit one application to apply for these positions.

Duties of the position include:

- Review and process Salesperson Examination Applications (RE 400) to ensure pertinent information has been provided, the proper fee has been submitted, and educational requirements have been satisfied. Record the information from the application into the Enterprise Information System (EIS). Confirm the name, dates, and school(s) from the course certificates and official transcripts match the application information.
- File completed salesperson and broker exam applications and exam/license combo applications in appropriate filing cabinets located within the office. File applications in suspense cabinets while waiting for additional information to come in to finalize the review and completion of applications.
- Prepare and send correspondence to exam applicants regarding discrepancies with their exam application or qualification documents to sit for a salesperson examination. Respond in writing and/or mail informational material to inquiries received through the mail or telephone contact.

Required qualifications:

- Excellent technical and analytical skills.
- Strong communications skills, both orally and in writing.
- Excellent interpersonal skills; patience, tact and the ability to deal effectively with the public, staff members, and others.
- Knowledge of and ability to interpret and apply Real Estate Licensing laws, rules, regulations, policies and procedures.
- Ability to function independently or as part of a team.
- Ability to work well under pressure and within mandated timeframes.

Desirable qualifications:

- Dependability and excellent attendance.
- On-line inquiry computer experience; computer experience using Word or equivalent application.

Salary \$2326-3125

Who may apply: Who may apply: Eligible candidates who are current state employees with status in the above classification or lateral transfers in an equivalent class, former State employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. All methods of appointments, including Training and Development (T&D) Assignments will be considered. All interested applicants must submit a standard State Examination/Employment Application form (STD 678, Rev. 10/2013) with original signature, and must clearly indicate the basis of their eligibility (list, transfer, or reinstatement, LEAP eligibility) in the "Explanations" section of the STD 678. SROA and Surplus candidates are encouraged to apply. Appointment is subject to SROA and State Surplus policies. Surplus candidates must submit a copy of their surplus status letter. All applicants, regardless of the type of eligibility, must meet the Minimum Qualifications of the classification. To view the Minimum Qualifications, please go to <http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx> and enter the Classification Code or title you wish to review. In addition, please attach all required supporting documents (i.e. transcript/diploma, license and/or required certificate) to your application. Applications will be screened and only the most qualified applicants will be considered for an interview. All appointments are subject to approval of the DCA Office of Human Resources. The State of California and DCA is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. Please indicate RPA #623-070-2 on your application in order for it to be considered. Note: Title 11, section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, incumbents for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

Submit Applications to:

Bureau of Real Estate - Human Resources
1651 Exposition Blvd.
Sacramento, CA 95815
(916) 263-7361

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

Applications may be obtained from the CalHR website at <http://www.jobs.ca.gov>.

FINAL FILING DATE: March 13, 2015

Applications, whether filed in person or by mail, must be received in the Personnel Office no later than 5:00 p.m. on the above date.